

Message Text

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21

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OMB-01 PER-03 SCA-01 /016 W

----- 128669

R 051430Z AUG 75

FM AMCONSUL CAPE TOWN

TO SECSTATE WASHDC 4746

UNCLAS CAPE TOWN 0756

S.O. 11652: N/A

TAGS :AINF,OGEN

SUBJ :RECORD SYSTEM REPORT,CAPE TOWN

REF: STATE 172353

1.(I) PERSONNEL FILES.

(II) AMERICANS ASSIGNED TO CONGEN CAPE TOWN.

(III) IN ADDITION TO PERSONNEL ACTION DOCUMENTS OF WHICH
DEPT HAS COPIES, CONTAIN DATA ON TRAVEL, SHIPMENT OF EFFECTS,
NOTICES TO LOCAL GOVERNMENT AUTHORITIES, ETC., COPIES OF SOME OF
WHICH ARE NOT AVAILABLE IN DEPT. NO SENSITIVE INFORMATION.

(IV) UNKNOWN

(V) NOT NORMALLY MADE AVAILABLE TO OTHER THAN U.S. OR LOCAL
CONGEN EMPLOYEES ON NEED-TO-KNOW BASIS. REQUESTS FROM OUTSIDE
WOULD BE CONSIDERED BY PRINCIPAL OFFICER ON CASE-TO-CASE BASIS.

(VI) IN FILE FOLDERS, INDEXED BY NAME, KEPT IN UNLOCKED CABINET.
NO SPECIAL MEASURE TAKEN TO AVOID UNAUTHORIZED DISCLOSURE BECAUSE
FILES CONTAIN NO SENSITIVE INFORMATION. RETAINED ONE YEAR AFTER
DEPARTURE OF EMPLOYEE.

(VII) SENIOR LOCAL EMPLOYEE HANDLES

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ARRANGEMENTS FOR TRAVEL

AND TRANSPORTATION OF EFFECTS.

(VIII) SHIPPING AGENTS, CUSTOMS OFFICIALS, LOCAL GOVERNMENT
ADMINISTRATIVE OFFICIALS, EMBASSY AT PRETORIA, DEPARTMENT OF
STATE.

2.(I) PASSPORT AND NATIONALITY CARDS(FS:558)

(II) NAMES OF AMCITS REGISTERED IN CONSULAR DISTRICT.

(III) IDENTIFYING DATA DERIVES FROM FS:176, APPLICATION FOR
PASSPORT AND/OR REGISTRATION. (FS:176 ITSELF IS SENT TO DEPT
FOR FILE
WHEN COMPLETED BY APPLICANT.)

(IV) 22 CFR PART 51.

(V) VERIFICATION OF CITIZEN'S IDENTITY IN EVENT OF LOST OR
STOLEN
PASSPORT AND FOR EGE PURPOSES. AVAILABLE ONLY TO DEPARTMENT
OF STATE CONSULAR PERSONNEL.

(VI) STORED IN FOUR-DRAWER BARLOCK INDEX CABINET,INDEXED
ALPHABETICALLY BY NAME. CABINET IS SECURED AT NIGHT AND DURING
OFFICE HOURS IS ACCESSIBLE ONLY TO CONSULAR PERSONNEL. CARDS ARE
RETAINED AS LONG AS AMCIT REMAINS IN CONSULAR DISTRICT AND ARE PUT
IN INACTIVE FILE FOR FIVE YEARS AFTER AMCIT HAS DEPARTED FROM
CONSULAR DISTRICT PERMANENTLY(SEE 8 FAM 287.4).

(VIII) CONSULAR OFFICER,

(VIII) SEE III ABOVE.

3.(I) PASSPORT LOOKOUT NOTICES (DS:1692).

(II) NAMES OF INDIVIDUALS FOR WHOM PASSPORT SERVICES MAY NOT
BE PERFORMED WITHOUT REFERENCE TO THE DEPT.

(III)
PROVIDES IDENTIFYING DATA AND REASON FOR REFERRAL TO
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DEPT.

(IV) 22 CFR 51.

(V) VERIFICATION THAT NAMES OF APPLICANTS FOR PASSPORT SERVICES
DO NOT OR DO APPEAR AMONG LOOKOUT NOTICES(SEE II ABOVE). AVAIL-
ABLE ONLY TO CONSULAR PERSONNEL AT POST.

(VI) SAME AS 2. (VI) ABOVE EXCEPT FOR RETENTION AND DISPOSAL
LOOKOUT NOTICES ARE DESTROYED IN ACCORDANCE WITH CANCELLATION DATE
APPEARING ON DS:1692 OR UPON NOTIFICATION BY DEPT.

(VII) CONSULAR OFFICER.

(VIII) DEPARTMENT OF STATE.

4(I) NATIONALITY (PPT 9).

(II) THREE FILES LABELED NATIONALITY (PPT 9, PPT 9-11, PPT 9-16)
CONTAINING CASES INVOLVING CLAIMS TO U.S. CITIZENSHIP BY INDIVIDUALS
PERSONS HAVING DUAL NATIONALITY AND PERSONS WHO HAVE LOST U.S.
CITIZENSHIP.

(III) CORRESPONDENCE, AFFIDAVITS AND RECORDS PERTAINING TO AN
INDIVIDUAL'S NATIONALITY (SEE ALSO RECORDS CLASSIFICATION HANDBOOK).

(IV) 22 CFR PART 51.

(V)
SEE II ABOVE. AVAILABLE ONLY TO CONSULAR PERSONNEL.

(VI) FILE FOLDERS ARE STORED IN BARLOCK FILE CABINET, AND IF THEY
CONTAIN CLASSIFIED OR ADMINISTRATIVELY CONTROLLED MATERIAL, IN
CONSULAR OFFICER'S SAFE. FILES ON INDIVIDUALS ARE RETRIEVED BY
SEARCH IN FOLDERS IDENTIFIED IN II ABOVE ACCORDING TO
YEAR.
DISPOSAL IS GOVERNED BY RECORD MANAGEMENT HANDBOOK APPENDIX B,
CHAPTER 9, I.E. IF CASE IS CLOSED MAY BE DESTROYED WHEN ONE
YEAR OLD.

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(VII) CONSULAR OFFICER.

(VIII) SOURCES OF INFORMATION INCLUDE
INDIVIDUALS
CONCERNED,
RECORDS OF THE DEPARTMENT AND/OR OTHER FOREIGN SERVICE POSTS AND
IN THE CASE OF LOSS OF NATIONALITY BY NATURALIZATION NOTIFICATION
TO THE CONSULATE GENERAL BY THE SOUTH AFRICAN DEPARTMENT OF THE
INTERIOR.

5.(I) PASSPORTS (PPT 10).

(II) DUPLICATE COPIES OF PASSPORT APPLICATIONS WHEN REQUIRED,
DUPLICATE COPIES OF REQUESTS FOR AMENDMENT, EXTENSION AND
VALIDATION WHEN REQUIRED AND RECORDS OF LOST OR STOLEN PASSPORTS.

(888) TO (VIII) SAME AS 4 ABOVE IN CONTEXT OF PASSPORTS RATHER THAN NATIONALITY.

6(I) REGISTRATION OF CITIZENS (PPT 11).

(II) CORRESPONDENCE PERTAINING TO REQUESTS FOR REGISTRATION BY AMCITS.

(III) TO (VIII) SAME AS 4 ABOVE.

7(I) ASSISTANCE TO CITIZENS (PS 7).

(II) INCLUDES INFORMATION PERTAINING TO ARRESTS, ASSISTANCE WITH LOCAL AUTHORITIES, DEPORTATIONS, SEAMEN SERVICES AND WELFARE AND WHEREABOUTS CASES.

(III) SEE II ABOVE.

(IV) 22 USC 1732 AND U7 FAM 310.

(V) TO (VIII) SAME AS 4 ABOVE, BUT DIFFERENT SUBJECT.

8(I) FEDERAL BENEFITS AND SERVICES (PS --).

(II) INCLUDES DELIVERY OF TREASURY CHECKS, SELECTIVE SERVICE
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REGISTRATIONS AND INVESTIGATIONS AND OTHER SERVICES PERFORMED
ON BEHALF OF OTHER FEDERAL AGENCIES.

(III) SEE II ABOVE.

(IV) 22 USC 846.

(V) TO (VIII) SAME AS 4 ABOVE.

9. CONGEN IS UNDER 24-HOUR MARINE SECURITY GUARD, VISITORS ARE
ESCORTED TO OFFICES BY AUTHORIZED CONGEN PERSONNEL.

GAMON

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 05 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975CAPET00756
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750274-0438
From: CAPE TOWN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750879/aaaacrjx.tel
Line Count: 214
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: hartledg
Review Comment: n/a
Review Content Flags:
Review Date: 18 DEC 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <06 FEB 2004 by hartledg>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: :RECORD SYSTEM REPORT,CAPE TOWN
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006